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HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

MEETING DATE AUGUST 28, 2013

STARTING 7:00 PM

HELD AT THE RRT BUILDING, 141 EMERGENCY LANE MOOREFIELD WV,  
26836

AGENDA:

- ✓ 1. CALL TO ORDER/ROLLCALL
- ✓ 2. READ/APPROVE 8-14-2013 MINUTES
- ✓ 3. TREASURER'S REPORT
- ✓ 4. INTRODUCTION OF GUEST
- ✓ 5. COMMITTEE REPORTS
- ✓ 6. SPECIAL REPORTS
- ✓ 7. OLD BUSINESS
  - ✓ A. EQUIPMENT/VEHICLE UPDATE
  - ✓ B. WARDENSVILLE & MATHIAS-BAKER UPDATE
  - ✓ C. VOLUNTEERS UPDATE
  - ✓ D. LICENSING REPORT
  - ✓ E. DIRECTION OF HCEAA
  - ✓ F. NEW BUDGET
- 8. NEW BUSINESS
  - ✓ A. 8-20-13 COUNTY COMMISSION MEETING REPORT
  - ✓ B. APPROVAL TO PAY INVOICES
  - ✓ C. RECCURING INVOICE PAYMENTS
  - ✓ D. BUILDING COMMITTEE AUTHORIZATION FOR EXPENDITURES/BUILDING UPDATE.
  - ✓ E. AUTHORIZATION FOR PURCHASE OF NEEDED ITEMS/SUPPLIES
  - ✓ F. MATHIAS-BAKER FIRE COMPANY EMS SERVICE CONTRACT
  - ✓ G. LEASE OF HCEAA AMBULANCES
  - ✓ H. JR. KEPLINGER VOTING STATUS
  - ✓ I. COMMUNITY MEMBER - SARA YOUNG
  - ✓ J. PERSONNEL *Dave Poff*
  - ✓ K. OTHER ITEMS
  - ✓ L. COMMITTEE MEETING DATES
  - ~~M. NEXT MEETING DATE 9-11-2013~~

*12/11/05.64*

*no Dr. M... P...*

*Jr. Keplinger*



*Order  
RRT  
amb  
Co. 11/15/13*

*"Order Catalogue"*



## MEETING MINUTES OF THE HARDY COUNTY EMERGENCY AMBULANCE AUTHORITY

The meeting of the Ambulance Authority was held in the RRT (Hazmat Building) on Emergency Lane in Moorefield on August 28, 2013 at 7pm.

### **Present:**

Greg Greenwalt	Julian Hott
Ted Garrett	Mary Fishel
Alex Santana	Harry Shockey
Tim Ramsey	Grady Bradfield
Ron Crites	

### **Absent:**

Dr. Jerry Hahn	Andrew Funk
Craig Strawderman	J.R. Keplinger

### **Call to Order/Welcome/Approval of Minutes:**

Greg Greenwalt called the meeting to order at 7pm. It was determined that a quorum of members was presented to open the meeting. Meeting minutes of the 8/14/13 meeting was approved with the correction that the drug boxes that were purchased by the HCEAA were stocked with drugs from Wardensville Rescue Squad.; Motion by Ted Garrett and second by Alex Santana.

### **Treasurer's Report**

Treasurer Tim Ramsey reported checking account balance of \$124,065.64. Report was accepted; motion by Ted Garrett second by Ron Crites

### **Old Business**

- **Vehicle Update** - There is a possible exhaust leak on 179, there is occasionally a smell of exhaust in the cab of the vehicle. There is a latch that is stuck on one of the passenger side outside compartments. Only one latch is working on the back doors of 179, it is important that no one lean up against the doors as they might open.
- **Volunteer Update** - There has been a shortage of drivers recently. Two of the main drivers have been unavailable for separate reasons. There is an overall shortage for the upcoming weekend. When MBVFC begins covering, there should be more drivers to choose from.
- **Licensing Report** - The HCEAA has sent all the missing items to Dawn Spears at the WVOEMS. They will be gone through this Friday. The Baker building will need to

be inspected. The fire alarm at the Baker building requires servicing.

### **New Business**

- **8-20-13 Hardy County Commission Report** - The County Commission imposed the fee ordinance (Copy of ordinance was passed out to Board Members). There is a hardship exoneration request form that is going out with all of the bills, however the Commission has not defined what constitutes a "Hardship". A copy of the lease agreement was also passed out to all the Board Members. Mr. Bradfield stated that he had serious issues with the clause that allows either party to cancel the agreement with only 30 days notice. On the issue of J.R. Keplinger's voting status on the HCEAA Board, it is to be up to the HCEAA Board to decide his voting status. After unanimous agreement it was decided that Mr. Keplinger would serve as a non-voting member of the HCEAA Board; motion by Grady Bradfield second by Ted Garrett.
- **Approval to pay invoices/Recurring payments** - Permission was given to Mr. Ramsey as Treasurer to pay recurring bill (i.e. electric, water, heat); motion by Harry Shockey second by Ted Garrett. A bill was discussed from Pulmonary Associates for \$1160.80, after discussion it is believed that a portion of the bill is possibly a left over balance from the Mathias-Baker Volunteer Emergency Squad. It was decided to pay the HCEAA's portion of \$477.80; motion by Ron Crites second by Alex Santana. Mary Fishel suggests possibly purchasing oxygen tanks to alleviate the rental fee.
- **Building Committee Authorization for Expenditures/Building update** - Exterior locks on the Baker building were changed. Hardy Telecommunications have said they will have a computer available to donate to the HCEAA to be used to control the keyless entry system for the Baker building. The alarm company is coming this Friday to check the alarm system. Use of the structure by 3<sup>rd</sup> party groups will require those parties to have liability insurance and to list the HCEAA and the County Commission as additional insurers on their policy. The state has a program called Tulip that allows 3<sup>rd</sup> party groups to sign up for short term insurance policies. However the program has nothing in place for recurring usage (i.e. Zumba class that meets multiple times per week). Those groups would have to purchase outside insurance in order to use the building. The Building Committee should come up with a recommendation for the procedures and requirements for individuals or groups wanting to use the Baker building. Authorized Greg Greenwalt to pay for needed repairs at the Baker building; motion by Harry Shockey second by Grady Bradfield.
- **Authorize for purchase of needed items/supplies** - The board authorized Greg Greenwalt to purchase necessary office supplies needed to maintain the organization; motion by Ted Garrett second by Grady Bradfield. The board also authorized Greg Greenwalt to pay for emergency repairs, situations, and items necessary for day to day operations.
- **Mathias-Baker VFC EMS Service Contract** - Greg brought the contract before the Hardy County Commission at the last meeting. The commission reworded the

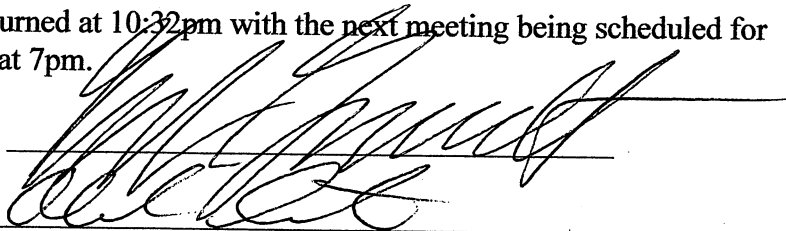
contract and edited it so that the only signatures required were that of the President of the MBVFC and the President of the HCEAA. The Board voted to approve and accept the MBVFC EMS Service Contract; motion by Julian Hott second by Tim Ramsey.

- **Lease of HCEAA Ambulances** - The board discussed the fate of the HCEAA ambulances and discussed the possibility that the ambulances owned by the HCEAA can remain under the ownership and insurance of the HCEAA and used by any licensed EMS agency in the county. This will be looked into further. No action was taken and the issue was tabled until the next meeting.
- **Community Member Sara Young** - Mrs. Young stated that at the last Commission meeting that Mr. Teets had said that the HCEAA will make the recommendation to approve or not approve any hardships on the EMS fee. Mrs. Young requests a hardship exemption from the fee. Mrs. Young states that when the Authority voted down the fee initially that she had taken certain classes to be able to be certified to become EMS volunteers. These classes were paid for at her own expense and she is requesting a total exemption. Mrs. Young was told that she would have to wait until she actually received the bill with the attached hardship exemption form. Without the form the HCEAA would not be able to act. It was discussed that it was never defined what constitutes a "hardship". Board members discussed coming up with possible situations that would constitute a "hardship" and what will be required to prove those cases. Mrs. Young states that she will ask the commission to define what a "hardship" is at the next commission meeting. Mrs. Young also stated that the EMT-B class she is taking is requiring them to conduct field clinicals with EMS agencies and asked if the HCEAA would be able to assist with this. Mrs. Young was told that it is typically the responsibility of the teaching organization to set up written agreements with EMS agencies to allow their students to conduct clinicals. Mrs. Young was told that as the HCEAA is not a licensed EMS agency they would not be able to assist her with her field clinicals. Alex Santana stated he would assist Mrs. Young in any way he could.
- Mrs. Lisa O'Leary introduced herself as a medic living in the Mathias area and interested in employment and volunteering. Mrs. O'Leary is an experienced paramedic and has experience in rural EMS systems.
- Fraley's Ambulance Service requested David Pratt to serve as the Fraley's representative on the HCEAA. Motion to recommend to the County Commission that Mr. Pratt to be appointed to the HCEAA Board as the designated Fraley's Ambulance Service Representative by Alex Santana second by Ted Garrett. Alex Santana suggested the possibility of having a representative from the 911 Center on the board. Mr. Greenwalt stated he would pose that question to Paul Lewis. The item of the additional two vacant positions on the HCEAA Board will be added to the next meeting's agenda.

- Request from the WV Insurance Risk Pool to vote for the upcoming opening position of their Board. The choices were between J.R. Keplinger and James Whitacre from Berkeley County. Decision to vote for J.R. Kepling; motion by Grady Bradfield second by Mary Fishel.
- Rose Helmick has created the HCEAA website.
- Jay Fraley has contacted Greg Greenwalt numerous times with concerns about having to cover the eastern side of the county when there is no crew available from Wardensville. On a few occasions Mr. Fraley has sent his limited personnel to the eastern side of the county and has contracted a Medic from either Grant County or Hampshire County to fill their station until the other crew returned. Mr. Greenwalt states that Mr. Fraley wishes to know if the HCEAA is willing to reimburse him for those costs and if not that he will not be able to help respond to calls on the eastern side of the county. He states the cost has been approx. \$150-\$250 each time. After much discussion, Alex Santana made the motion that under the circumstances that if Fraley's Ambulance Service commits their only available Paramedic to respond to a call on the eastern side of the county and that medic transports the patient to a hospital other than Grant Memorial Hospital, that Fraley's be reimbursed for their expenses should they have to have a medic from another county fill in their station and that this be in effect for the next 30 days; motion was second by Grady Bradfield. Mr. Santana further stated that he was very disappointed that the cost of \$150-\$250 would potentially keep Fraley's from responding to save a life on the eastern side of the county.
- Hardy County PSD is planning on having their sewer project up in the Spring time. The HCEAA needs to budget money for the hook up to the water and sewer.
- Mary Fishel and the Wardensville Rescue Squad will be hosting an Emergency Medical Responder Class on September 17<sup>th</sup> in Wardensville.
- **Personnel** - Greg Greenwalt requested the Board go into executive session to discuss personnel issues. The Board went into executive session at 10:10pm. The Board came out of executive session at 10:30pm with no action taken.
- The decision was made to hire Yvonne See as the executive secretary at \$15 per hour for 40 hours a week, and to be stationed at the Baker Station during her 40 hours, when it becomes usable; motion by Tim Ramsey, second by Grady Bradfield.
- The meeting was adjourned at 10:32pm with the next meeting being scheduled for September 11<sup>th</sup>, 2013 at 7pm.

President Greg Greenwalt

Secretary Alex Santana



HC FFA Pout 8-28-13

- 1 Corey Gorenwald
- 2 Ted Garrett
- 3 MARY FISHEL
- 4 Ronnie Lute
- 5 Julian Hoff
- 6 GRADY BRADFIELD
- 7 Jim Ramsey
- 8 Alex Santana
- 9 Harry Shockey

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Andrew Furt  
Dr Jerry Hiler

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